

CA Metadata Guidelines

Please provide these items for each dataset.

Abstract: Briefly describe what the data set is about (who, what, where, when). Include any limitations of the dataset, assumptions made, and if there is anything special that the user of these data should be aware of.

Purpose: Briefly describe why the data set was created.

Date: The date or range of dates when the data were gathered, or the date the photos, maps or other items at the core of the data set, were created.

Point of Contact: Contact information for an individual or organization that is knowledgeable about the data set. Include:

Person's Name: Complete first and last name

Organization's Name: Program, administrative unit, and agency, company, or group name

Telephone Number: Including Area Code

E-Mail address:

Field Definitions: List and define each field used in your data

Abbreviation Definitions: For any field that contains numeric or alphabetic codes (e.g., SAC = Sacramento County), list each code/abbreviation and provide an unabbreviated definition.

Access Constraints: Is there a need to limit who has access to see or read this dataset? If so, specify. If not, put "**None**".

Use Constraints: Is there a need to limit the use of this dataset to certain people or to specific tasks? If so, specify. If not, put "**None**". Also include how the data should be cited, if you want something specific.

Data Distribution: Can your data be distributed? If yes, to who?

Progress: Complete or Incomplete.

Update Frequency: Possible values are: **Continually, Daily, Weekly, Monthly, Annually, Unknown, As Needed, Irregular, None Planned**, or

Projection: What is the Projected Coordinate System name?

California Teale Albers

Latitude/Longitude

State Plane

UTM

Web Mercator

Datum (or Geographic Coordinate System): Which Datum is the projection in?

NAD83 (GCS_North_American_1983)

NAD27 (GCS_North_American_1927)

WGS84 (WGS_1984)

Keywords (optional): Words or short phrases summarizing an aspect of the data set, used to allow people to find your dataset with quick keyword searches.

Theme Subjects covered by the data set.

Place Geographic locations characterized by the data set.

<http://gptogc.esri.com/OntologyService/query?term=water&f=owl>

